

МІНІСТЕРСТВО ОСВІТИ І НАУКИ, МОЛОДІ ТА СПОРТУ УКРАЇНИ
ХАРКІВСЬКА НАЦІОНАЛЬНА АКАДЕМІЯ МІСЬКОГО ГОСПОДАРСТВА

ПРОГРАМА НАВЧАЛЬНОЇ ДИСЦИПЛІНИ
ТА РОБОЧА ПРОГРАМА НАВЧАЛЬНОЇ ДИСЦИПЛІНИ
«БУХГАЛТЕРІЯ 1 С» (« БУХГАЛТЕРІЯ 1 С » англійською мовою)
(для студентів 4 курсу денної та 5-6 заочної форм навчання
напряму підготовки 0501 «Економіка і підприємництво»
(6.030509 - «Облік і аудит»))

Program of educational discipline and working program of educational discipline «**Бухгалтерія 1С**» («**Accounting 1C**» in english) (for 4-year full time learning students and 5-6 year distance learning for speciality 0501 “Economics and Business” (6.030509 “Accounting and Auditing”)) / Eds.: M. Y. Karpenko, V. B. Ufimtseva, D. A. Volkov - Kharkov: KNAME, 2011. – 28 p.

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The program is based on the requirements of credit-modular system of educational process.

Approved at a meeting of «Informational Technologies» department (protocol ____/____/2010 y.).

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INTRODUCTION

Program of the discipline "1C-Accounting" compiled according to place and discipline of structural and logical scheme provided for educational and professional program with the direction of 0501 "Economics and Business" (7.050106 specialization in Accounting and Auditing).

Discipline "1C Accounting" for the educational and professional program has a status of sample.

Approved by the Department of Applied Mathematics and Information Technology.

1. TRAINING PROGRAM DISCIPLINE

1.1. Purpose, subject and place of discipline

1.1.1. The purpose and objectives of the discipline:

Forming skills of 1C in the organization of accounting at the enterprise, evaluating its effectiveness, the study of theoretical principles of accounting systems, requirements for the functionality of these systems, the study quality criteria software automate accounting, acquisition of skills and practical experience with family packages 1C, the formation of future professionals current level of information and computer culture.

1.1.2. The subject of study in discipline

Methods of organizing and developing information systems for accounting and auditing, database, general purpose tool systems to work with databases of accounting and auditing systems available to meet the challenges of accounting and auditing (program 1C-Accounting ") according to AFP SVO university.

1.1.3. Place of discipline in structural logic of a specialist training

Subjects prior to study this discipline	Discipline, which is based on the study of this discipline
Informatics and Computers Educational practice on computer. Accounting	Econometrics Business analysis Models and methods of accounting and auditing

1.2. Information content discipline

Module 1.

(4/144)

(module name)

(number of credits / hours)

M 1.1. Conceptual framework, commissioning and recording in a system
"1C:Accounting"

M 1.2. Basis configuration, administration, and solving complex tasks of accounting and economic analysis in the system "1C: Accounting"

1.3. Educational qualifications

production functions, typical tasks and work skills (by level of development), which is due to students to master the discipline)

Ability (by level of development) and knowledge	Areas (production, social production, social)	Features of activity in the manufacturing sector (projecting, organizational, management, performance, technical, etc.)
Work on the software setup 1C	productive	organizational and managerial, projecting within adapting software to specific requirements
Working with the software "1C" (general purpose and standard configuration	social productive	Perform basic operations that provides a standard configuration «1C»
Use all kinds of office applications for integration with 1C to implement specific tasks of accounting and auditing	social productive	Perform special operations not provided for configuration «1C»
Establishment of algorithms for solving applied problems and their realization by means of 1C and its configurator	social productive	Change the default configuration for solving non-standard tasks of accounting and auditing within the program «1C-Accounting»

1.4. Recommended educational literature

1. Семенова В. Ю. 1С: Бухгалтерия 7.7 для Украины: Учеб. пособие. — К.: София, 2002.
2. Харитонов С. А. Компьютерная бухгалтерия 7.7 в системе гибкой автоматизации бухгалтерского учета. Азбука бухгалтера: Науч. -метод. изд. — М.: ЗАО "Элби", 2000.
3. 1С:Бухгалтерия. Версия 7.7: Руководство пользователя. — М.:Фирма "1С".— М.: Фирма "1С", 2002.
4. 1С:Бухгалтерия. Версия 7.7. Бухгалтерский учет: Руководство пользователя. — М.: Фирма "1С".

5. 1С:Бухгалтерия. Версия 7.7. Конфигурирование и администрирование: В 2 ч. — М.: Фирма "1С".
6. 1С:Бухгалтерия. Версия 7.7. Руководство по установке и запуску. — М.: Фирма "1С".
7. Конспект лекций.
8. Методические указания к выполнению лабораторной работы «Формирование отчета о структуре продаж по данным программы «1С-Бухгалтерия» для дисциплин «Организация и методика аудита», «1С-Бухгалтерия» для студентов специальности 7.050.106 «Учет и аудит», иностранных студентов и системы дистанционного образования, Карпенко Н.Ю., Гордиенко Н.И., ХДАМГ, 2005, 32 с.

1.5. Abstract of program discipline

The purpose of the discipline: The purpose of the discipline "1С: Accounting" - to form the necessary theoretical knowledge and practical skills: effective use of automated accounting systems and processing of economic information, take a comprehensive approach to optimal recording, mastering new software tools, in particular - the program "Accounting 1С", the formation of future professionals in the current level of information and computer culture.

The subject of study in discipline: methods of accounting information systems, databases, specialized systems for accounting, auditing, general purpose tool systems for working with databases, specialized problem solving system of accounting and auditing (program 1С:Accounting).

2. WORKING PROGRAM TRAINING DISCIPLINE

2.1. Breakdown of training by type of graduate training

(The structure of the discipline at work training curriculum on working full-time)

Major Specializati on (code, acronym	Total credits / hours	Semesters	Hours								Exams	Credit
			Audience	including			Self work	including				
				lections	practices	laboratories		Control work.	Course work	computation al work		
A&A (full time)	4/144	9(10)	48	—		48	96	—	—	—	—	9
A&A (distance learning)	4/144	—	20	—	—	20	124	—	—	—	—	9

2.2. Thematic plan of discipline

Module 1.

(4/144)

(module name)

(number of credits / hours)

M 1.1. Conceptual framework, commissioning and recording in a system "1C: Accounting"

1. The concept of "1C: Accounting"

The system software "1C: Accounting". Main components. Purpose and principles of the system. Features, installation and launch the program. Getting help. Basic notions of "1C:Accounting". Basic accounting principles in the system "1C:Accounting".

2. Initial setup of "1C: Accounting"

Constants. Plan accounts. The principles of analytical, quantitative and monetary accounting. Directories. Complete listings. Edit and search data. Of periodic data and information.

3. Registration of business transactions in the system "1C: Accounting"

Accounting principles and methods to enter transactions. Journal documents postings. Manual input operations. Documents: writing and printing. Types of magazines documents and work with them. Typical operations: the creation and use. Formula typical operations. Correctness posting. The length of time working with the magazine.

4. Analysis of economic activity by means of "1C: Accounting"

Principles of implementation. The calculation results. Period building reports. Types of reports. Customize reports. Form, details and print reports. Regulated reports. Adding new forms of regulated reports. Board of accounts. Calculator. Board. Processing.

5. Organizational aspects of the system "1C: Accounting"

Saving and restoring data. Installing the new configuration. Create a new information base. Introduction input residues. Check your correct balance. Renewal applications and configuration. Text editor. Tabular Editor. Export data to external programs.

M 1.2. Basis configuration, administration, and solving complex tasks of accounting and economic analysis in the system "1C: Accounting"

1. Fundamentals of configuration and administration system "1C: Accounting"

Metadata. Description, shape and object metadata module. The rights and user interface. Elements config. Enter the user list. Testing and repair databases. Monitor and log user registrations.

2. Complex solution of tasks of accounting and control system "1C: Accounting"

Automation of inventory control in the system "1C: Trade and composition. Automating personnel records and accounts in the system "1C: Salary and кадры. Integrated accounting and management solutions automate the tasks of economic activity in the enterprise system "1C: Accounting". Other accounting, administrative and financial programs of family "1C". Trends.

3. Key features and general principles of systems "- banking

Appointment, functions and components of systems "- banking. The principles of data protection. Working with mail preparation and administration of payment documents. Obtaining information on accounts and exchange rates. Work with archives of documents. Set basic attributes. Integration with accounting.

4. Data exchange between the program «1C: Accounting" and table processor

The possibilities of exporting data from the program «1C: Accounting" to table processors. Export data from reports. Methodology using your processor and spreadsheet program «1C: Accounting".

2.3. Time distribution for modules and content modules and forms of training students

Modules (semesters)	Total, credits/hours	Forms of educational work			
		Lect.	Pract.	Lab.	CPC
Module 1	4,0/144	—	—	48	96
M 1	2,0/72	—	—	24	48
M 2	2/72	—	—	24	48

2.3.1. Lecture course ¹

Number Topics	The name of the theme and content	Hours	Semester
1	2	3	4
1	The concept of "1C: Accounting" The system software "1C: Accounting". Main components. Purpose and principles of the system. Features, installation and launch the program. Getting help. Basic notions of "1C:Accounting". Basic accounting principles in the system "1C:Accounting".	— (0,25)	9
2	Initial setup of "1C: Accounting" Constants. Plan accounts. The principles of analytical, quantitative and monetary accounting. Directories. Complete listings. Edit and search data. Of periodic data and information.	— (0,25)	—
3	Registration of business transactions in the system "1C:Accounting" Accounting principles and methods to enter transactions. Journal documents postings. Manual input operations. Documents: writing and printing. Types of magazines documents and work with them. Typical operations: the creation and use. Formula typical operations. Correctness posting. The length of time working with the magazine. Complex wiring.	— (0,25)	—
4	Analysis of economic activity by means of "1C: Accounting" Principles of implementation. The calculation results. Period building reports. Types of reports. Customize reports. Form, details and print reports. Regulated reports. Adding new forms of regulated reports. Board of accounts. Calculator. Board. Processing.	— (0,25)	—
5	Organizational aspects of the system "1C: Accounting" Saving and restoring data. Installing the new configuration. Create a new information base. Introduction input residues. Check your correct balance. Software updates. Text editor. Tabular Editor. Export data into other programs. Communication with other programs.	— (0,25)	—
6	Fundamentals of configuration and administration system "1C: Accounting" Metadata. Description, shape and object metadata module. The rights and user interface. Elements config. Enter the user list. Testing and repair databases. Monitor and log user registrations.	— (0,25)	—
7	Complex solution of tasks of accounting and control system "1C: Accounting" Automation of inventory control in the system "1C: Trade	— (0,25)	—

¹ Load for lecture work on full-time education is provided in the curriculum. Lecture material given to students in the form of distributing material.

1	2	3	4
	and warehouse”:. Automating personnel records and accounts in the system "1C: Salary and personnel”. Integrated accounting and management solutions automate the tasks of economic activity in the enterprise system "1C: Accounting". Other accounting, administrative and financial programs of family"1C". Trends.		
8	Key features and general principles of systems "- banking Appointment, functions and components of systems "- banking. The principles of data protection. Working with mail preparation and administration of payment documents. Obtaining information on accounts and exchange rates. Work with archives of documents. Set basic attributes. Integration with accounting.	—	—
9	Data exchange between the program «1C: Accounting" and table processor The possibilities of exporting data from the program «1C:Accounting" to table processors. Export data from reports. Methodology using your processor and spread sheet program «1C: Accounting".	— (0,25)	—
	Totally	— (2)	—

2.3.2. Laboratory work²

Theme Number	LW number	The name of laboratory work and content	Amount of time in hours	Semester
1	2	3	4	5
1		Starting with the program. General principles of 1C. Installation and first run of 1C. Constants filling assistant. Referral system and work with it.	2 (0,5) ²	9
2		Working with the chart of accounts. Explore the chart of accounts. Create, edit and delete accounts	2 (0,5)	—
3		Working with reference books. Reference book subkonto. Structure and properties of reference book. Actions with reference books. Creation of new group. Creation of new object. Viewing and editing of object. Marking the object or group to delete. Deleting marked objects	2 (0,5)	—
4		Working with operations and entry. Journal of operations. Operations range of visibility. Journal of entries. Writing of new operations and entries	2 (0,5)	—
5		Remains writing. Rules of remains writing. Writing of remains by balance sheet accounts. Writing of remains by underbalanced sheet accounts. Remains control. Starting system without remains writing.	2 (0,5)	—

² In parentheses are the amount of academic load for part-time faculty.

1	2	3	4	5
6		Documents in 1C. The notion of document. The structure of the document. Writing and editing documents. Actions on stored documents. Benefits of working "from the document".	2 (0,5)	—
7		Organization of documents journals. The notion of documents journal. Actions in journals, search and selection of documents. Chronological characteristics of documents.	2 (0,5)	—
8		Accounting for funds in 1C. Reference books. Own currency accounts. Accounts of counterparts. Reference book "Banks". Cashless settlements. Settlements with contractors. Settlements with budgets and trust funds. Bank statements, features of entering bank statements.	2 (0,5)	—
9		Accounting of funds: cash transactions. Profitable operations. Consumables operation. Cash Book.	2 (0,5)	—
10		Accounting of material assets in 1C. Reference books of material assets . Material assets in chart of accounts. Reference book "Nomenclature. " Reference book "Parties of material assets". Reference book "Storage areas".	2 (0,5)	—
11		Documents for accounting of material assets. Document "Incoming account" Document "Commission". Material assets paid before charging. Accounting of additional costs for material assets buying.	2 (0,5)	—
12		Selling of material assets in 1C. Documents "Invoice", "Expenditure bill". Shipping in 1C and the document "Expenditure bill". Storage records: internal transfer of material assets. Documents of storage management. Internal transfer of material assets - the document "Transfer" and its possible use.	2 (0,5)	—
13		Storage records and 1C. Revaluation of material assets. Changing of accounting value (cost) of supplies. Changing of trade margin	2 (0,5)	—
14		Inventory in 1C. Registration results of inventory of material assets. Entering of inventory results in accounting. Posting of surpluses. Writing of shortages	2	—
15		Tax accounting in 1C. Arrangements with counterparties and tax accounting. Basic principles. Accounts, constants, directories, subkonto. Remains writing. Constants for organization of tax accounting. Writing of settlements remains. Features of documents filling. Features of filling bank statement. Specifying first event manually. Passed of arrears. Temporary order of accounting of barter transactions. The document "Writing the book purchase". Tax bill and its annexes. Verification of accounting data and tax accounting for VAT. Orders, contract documents and conversations. Examples of accounting settlements: Chronology and Analysis.	2 (0,5)	—
16		Wage accounting. Reference book "Employees". History information. Registration of payments to employees. Setting of reference books, the document "Wage calculation ".	2 (0,5)	—

1	2	3	4	5
		Changing the tax rates and deductions. Writing of primary remains. Accounting of advances. Wage calculation. Payment of wages. Payments to the budget.		
17		Accounting of fixed assets. Organization of accounting, Writing of remains. Organization of fixed assets accounting in the 1C: Accounting . Writing of remains "Life cycle". Purchase. Putting into operation. Repair (improvement). Accounting and tax amortization . Disposals	2	—
18		Accounting of low-value quick worn object and forms of the strict accounting. Accounting of low-value quick wearing objects. Features of accounting forms of strict accounting	2	—
19		Accounting of costs and determine the financial result. Organization of cost accounting. "Finance results" and the order of period closing.	2	—
20		Manufacture accounting : preliminary calculation. Ingredients of products. Writing off of materials for production. Preliminary calculation. Final calculation of closing of the reporting period. The order of closing the period at industrial enterprises (Registration of information about the products in progress. Closing of the accounts production and the overproduction costs. Determination of actual cost of production. Determination of final financial results of enterprises) Features of corrections of closing the period	2	—
21		Accounting totals. Standard reports. Accounting totals. Management of accounting results. Standard reports. The mechanism of reports detailing. Reports options. Balance list. Chess sheet. Analysis of the account. Other analysis. General Ledger. Standard analytical reports. Balance list of the account. Journal- order for subkonto. Turnover between subkonto. Advanced analysis of subkonto.	2 (0,5)	—
22		Reports. Working with standard reports. Working with regulated reports	2 (0,5)	—
23		Other programs of automation of accounting. Criteria for selecting the program.	2	—
24		General comments on 1C: database structure, accounting, tax accounting. Estimation of degree of automation in 1C. Comments on the typical configuration 1C for Ukraine: "Cash Book", "Incoming account", "Arrival invoice," "Third party services ", " Invoice", "Expenditure bill" , "Revaluation of material assets", "Act of material assets inventory", Posting of surpluses of material assets", "Writing off material assets ", " Retail invoice ", " Definition of trading margin", "Transfer", by the group of documents on the "Return"	2	—
		Totally	48(8)	

2.4. Individual tasks

The form of current control is a control work, and tests provided within the course. Teacher assigns the number of control works for the student.

Plan of work, tasks, rules of evaluation, current tests are detailed in the distance learning system KNAME at: «<http://www.ksame.kharkov.ua/moodle/course/view.php?id=330>». Below are examples of control questions that appear in the Electronic testing course "1C: Accounting ". In addition, each variant will be achieved the individual work, which student makes based on his composite initial balance of enterprise.

Variant 1

1. What is the component approach to construction of system "1C: Accounting"? Characterize the main components of this system.
2. Advantages of "client-server" version of "1C: Accounting" compared with other network versions.
3. Describe the object of the program "1C: Accounting" ("transfer").

Variant 2

1. What is synthetic and analytical accounting in computer accounting (for example, in "1 C: Enterprise ")?
2. How to make a document as "unconducted" in the system "1C: Accounting"? What consequences this will lead?
3. How to turn complex entry in the system "1C: Accounting"? Examples of complex entries.

Variant 3

1. How to remove unnecessary information from information database in the "1C: Accounting. 7.7 ")?
2. How to back up the information database in the system "1C: Accounting"?
3. What are the main features of the accounting system provides the user with "1C: Trade and warehouse"?

Variant 4

1. What are the modes provided in the system "1C: Accounting"? Characterize their main features.
2. How to conduct a single computer with multiple independent accounting enterprises (branches)?
3. For what purpose the system "1C: Accounting" use "standard operation "?

Variant 5

1. What is driving multicurrency accounting and quantitative in computer accounting (for example, in "1C: Accounting")?
2. How to adjust an existing document in the system "1C: Accounting"? How to change the date of the document?
3. What opportunities for search operations in the journal provides a system "1C: Accounting"?

Variant 6

1. Describe the command "Management accounting outcome" in the system "1C: Accounting".
2. How to refer some data reporting from the system "1C: Accounting" for further processing in Excel environment?
3. What are the main features of the accounting the system provides for user with "1C: salary and staff"?

Variant 7

1. How do I communicate with the bank using systems such as "Client - Bank"?
2. What does the term "technology platform" of "1C: Accounting" mean?
3. How organized protection of the program "1C: Accounting" from unauthorized copying?

Variant 8

1. What role in the system "1C: Accounting" plays arrangements "the correct entries"?
2. Describe the main modes of entering transactions in the system "1C: Accounting".
3. How to enter "Incoming remains" in the system "1C: Accounting" mean? How validate the input?

Variant 9

1. What opportunities for searching documents provides the system "1C: Accounting"?
2. How to generate needed report in the system "1C: Accounting"?
3. Appointment of "processing" (data processing) in the system "1C: Accounting".

Variant 10

1. What are the key features provides for user with comprehensive configuration of the system "1C: Accounting"?
2. What does the term "system configuration" of "1C: Accounting" mean? What actions can make a user for configuration?
3. What does exclusive work in the system "1C: Accounting" mean?

Variant 11

1. How removing the basic objects carried in the system "1C: Accounting" (for example, reference elements)?
2. Reason for using multilevel hierarchical structures of directories in the system "1C: Accounting"?
3. When and for what purpose the system "1C: Accounting" use input "on foundation"?

Variant 12

1. Does the order of entries in the operation has influence for accounting results? How in the system "1C: Accounting" reorder entries?
2. Features of "regulated reports" in the system "1C: Accounting".
3. What main advantages does starting mode "Monitor" in the system "1C: Accounting"?

Variant 13

1. Main features of using multiple chart of accounts in the system "1C: Accounting".
2. How carried data protection in systems such as "Client - Bank"?
3. What is the typical configuration of in the system "1C: Accounting"? What actions could make user for a typical configuration?

Variant 14

1. Reason for using a hardware protection key in the system "1C: Accounting"?
2. In what modes of the system "1C: Accounting" You can make changes to the attributes of analytical accounting of accounts in chart of accounts?
3. What does the system "1C: Accounting" mean that some reference requisite is periodic?

Variant 15

1. What does in the system "1C: Accounting" the term "governing documents" mean? Examples of such opportunities.
2. What opportunities for searching the journal entries provides the system "1C: Accounting"?
3. How in the in the system "1C: Accounting" found new forms of "regulated reports"?

Variant 16

1. What main advantages does the starting mode "configuration" of the system "1C: Accounting"?
2. What is metadata in the system "1C: Accounting"? Examples.
3. What is the role of archives of incoming mail in the systems such as "Client - Bank"?

2.5. Self-study student's work³

Self student work is the main means of mastery of discipline material, learning the necessary skills in time free from mandatory training sessions. While this work used special study literature and texts of lectures. The specific form of self work is the processing of individual tasks as solving tasks, analyzing situations, writing reports, analytical reviews and more. Distribution of self work time, the amount of time in hours

Theme Number	The name of the theme and content	Amount of time in hours	Literary sources
1	2	3	4
1	<p>1. Installation and initial setup of the system "1C: Accounting"</p> <p><i>The purpose of self work - to establish the following skills:</i></p> <ul style="list-style-type: none"> • installation of technology platform "1C: Accounting"; • installation configuration; • start the program in different modes; • obtain background information about the system and configuration; • maintaining a list of constants; • work with reference books; • work with the chart of accounts. <p><i>References:</i></p> <ul style="list-style-type: none"> • Theme 2. The concept of the system "1C: Accounting". • Theme 3. Initial setup of the system "1C: Accounting". <p><i>Task:</i></p> <ul style="list-style-type: none"> • Install a system of "1C: Accounting". • Set configuration. Create a new information base for accounting on some conditional enterprise. • Using the help system to get version information and release platform and configuration, as well as the installed components. • Define for the conditional enterprise value of constants. Enter values for the history of periodic constants. • Define for conditional enterprise basic structure of directories. Create groups in reference books and add items. • Take advantage of opportunities of search, edit, delete, copy and move elements. Enter values for the history of periodic information. • Add to the chart of accounts of conditional enterprise its own accounts or subaccounts. Set up the properties of accounts for of monetary, quantitative and analytical accounting. 	14 (18) ³	Л.1-Л4, Л7,Л8
2	<p>2. Accounting in the the system "1C: Accounting"</p> <p><i>The purpose of independent work - to establish the following skills:</i></p>	14 (18)	Л.1-Л4, Л7,Л8

³ In parentheses are the amount of academic load for students of distance learning

1	2	3	4
	<ul style="list-style-type: none"> entering of economic operations in manual mode; using of existing documents; creation and use of "typical transactions "; working with journals; searching and selection of relevant information; correction of information in journals; removing of entries and transactions; printing of information; entering of incoming remains; control of accuracy of accounting entries. <p><i>References:</i></p> <ul style="list-style-type: none"> Theme 4. Registration of economic operations in the system "1C: Accounting". <p><i>Task:</i></p> <ul style="list-style-type: none"> Using the opportunities of "manual mode", enter the incoming remains. Use possibilities of copying and editing of entries and operations. Find in relevant journals entered information. Enter the number of transactions in "manual mode", using the opportunities of currency, analytical, quantitative accounting. Use a variety of "documents". Generate output (printed) documents. View the some existing document and make changes in its information. Use possibilities of copying documents and input documents "on the grounds". Make some document as uncompleted. Conduct this document. Use existing "typical transactions". Create your own "typical transactions", order them in the appropriate groups. Use the formula in the typical transactions. Use the possibility to transfer the typical transactions between databases. Use possibilities of searching and selection in journals. Delete some entries, transactions, documents. Check the correctness of entries. If necessary, adjust the list of correct correspondences of accounts. 		
3	<p>3. Analysis of economic activity by means of "1C: Accounting"</p> <p><i>The purpose of independent work - to establish the following skills:</i></p> <ul style="list-style-type: none"> summarizing the results; construction and use of standard and special reports; building of regulated reports; adding of new forms of regulated reports; printing and saving of reports ; exporting data into table processor Excel; using of built-in calculators, boards and boards of accounts; using of available treatments; using of integrated text editor; 	14 (18)	Л.1-5, Л7,Л8

1	2	3	4
	<ul style="list-style-type: none"> • using of built-table editor; • creation and using of database backup; • keeping the list of users. <p><i>References:</i></p> <ul style="list-style-type: none"> • Theme 5. Analysis of economic activity by means of "1C: Accounting". • Theme 6. Organizational aspects of the system "1C: Accounting". • Theme 7. Fundamentals of configuration and administration of the system "1C: Accounting". <p><i>Task:</i></p> <ul style="list-style-type: none"> • Run the calculation of results. • Analyze the previously entered data, forming different types of standard reports that contain information about balance and turnover of the account. Preview and print some report. • Set different types of standard reports that contain information about the turnover between accounts. Itemize some amounts. • Set different types of standard reports that include analysis of accounts by date and subkonto. Save some report as a file. • Generate the report by entries. Use the built-in formula calculator for additional calculations, making addition and subtraction of range of numerical data. • Generate the report that contains information about the turnover between subkonto. Export the data into table processor Excel. • Configure the board and board of accounts. • Use some existing processing and, if necessary, an appropriate help about processing. • Use the built-in text editor to prepare some text document. Save it as a file. • Use the built-in table editor to prepare some table document. Use the options available for document processing (font, size, color, background, picture, header). Save it as a file. • Create a backup of database. Restore database using the backup. • Renew user list with information about yourself. Define access rights and user interface. 		
4	<p>4. Working with information as database by Excel tools</p> <p><i>The purpose of self work - to establish the following skills:</i></p> <ul style="list-style-type: none"> • creation of lists (databases); • sorting the lists; • selection of data; • grouping and summing of the results; • using of standard library functions for working with databases (lists). <p><i>References:</i></p>	14 (18)	Л.1-Л4, Л7,Л8

1	2	3	4
	<ul style="list-style-type: none"> • Theme 10. Organization of information and work with it as database by means of table processors. • Theme 11. Analysis information by means of table processor. <p><i>Task:</i></p> <ul style="list-style-type: none"> • Create your own list (database) with account information . • Use opportunities of "Auto Fill" and fixing the subwindows when entering and working with data. • Create the list by exporting data of some reports from the environment of the system "1C: Accounting". Make it convenient to work with information in Excel workbook. • Add to the list of accounting information calculation fields. • Apply to data different sort order including several fields and user's own order. Provide the opportunity to restore the original order of entries in the list. Provide correct work of calculated fields when you sort. • Select the data you want from the list using possibilities of "AutoFilter". Use different condition at selection criteria including "interval" for the selection of leaders or outsiders by some field. Selected data used in calculations present in the form of diagrams. • Select the data you want from the list using possibilities of "Advanced Filter". Use in criteria the computing basic conditions applying the operations and functions of the standard library. Get selected data on a separate page of the workbook. Use possibilities of inclusion into selection only certain fields by user requirements. Use the selected data in calculations, present it in the form of diagrams. • Make an attached grouping by multiple fields with summing subtotals. Use for printing or further processing opportunities of selecting the level of detail. 		
5	<p>5. Analysis information by means of Excel</p> <p><i>The purpose of self work - to establish the following skills:</i></p> <p>using of existing subsystems for solving problems and analyzing such data:</p> <ul style="list-style-type: none"> • parameter selection; • table lookup; • scenarios manager; • consolidation of data; • summary tables; • search for a solution; • package of analysis. <p><i>References</i></p> <ul style="list-style-type: none"> • Theme 11. Analysis information by means of table processors. <p><i>Task:</i></p> <ul style="list-style-type: none"> • Prepare relevant data and perform various financial calculations, using the category of "financial functions". For example, calculate depreciation, rate of turnover, manage 	14 (18)	Л.1-Л4, Л7, Л8

1	2	3	4
	<p>the cash flows, analyze the investment, the securities.</p> <ul style="list-style-type: none"> • Prepare and use relevant data for their analysis by the subsystem "selection options". • Prepare and use relevant data for their analysis by the subsystem "table lookup". • Prepare and use relevant data for their analysis by the subsystem "scenarios manager". • Prepare and use relevant data for their analysis by the subsystem "data consolidation". For example, for further analysis some report data can be exported from the system "1C: Accounting" for different time periods or by different analytical objects, accounts. • Prepare and use relevant data for their analysis by "summary table". For example, for further analysis some report data can be exported from the system "1C: Accounting". • Prepare and use relevant data for their analysis by the subsystem "search for a solution". If needed, use relevant examples, which are part of MS Office. • Download Subsystem "package of analysis", explore its opportunities. 		
6	<p>6. Working with information by means of Access</p> <p><i>The purpose of self work - to fix the following skills:</i></p> <ul style="list-style-type: none"> • design of databases; • creation and adjustment of the structure of database tables; • entering and editing of data; • import of external data; • design and using of requests; • design and using of reports; • design and using of forms. <p><i>References:</i></p> <ul style="list-style-type: none"> • Theme 12. Basic concepts of databases and database management systems. • Theme 13. Designing of database tables and work with them. • Theme 14. Designing and using of requests. • Theme 15. Designing and using of reports and forms. <p><i>Task:</i></p> <ul style="list-style-type: none"> • Select an accounting task for further automation. For the selected accounting task proposed in further to consider a simplified, educational (refined) version of it, that is actually accomplished. For educational accounting task make the project of database, defining the right set of tables and relations between them, the basic actions with data tables that will be realized with requests, reports, forms. • Create a structure of database tables, identifying types of fields, indexed and key fields. Set relationships between the tables. • Fill the database with relevant information. Use existing opportunities for entering, editing, and deleting 	14 (18)	Л.1-Л4, Л7, Л8

1	2	3	4
	<p>of records, and import of data.</p> <p>Using the request designer create requests for selection of relevant information from multiple related tables. Create necessary requests to make changes to the database (action requests).</p> <ul style="list-style-type: none"> • Using master of reports create reports, providing the grouping and sorting data. Using the reports designer, included in the report calculations, summing the relevant totals with data from sub groups and report in general. Take advantage of report designer (fonts, sizes, colors, borders, graphics, headers and footers). • Applying different methods create forms that you need to work with data. Use processing available options of forms. Include into the forms calculating fields and other control elements. 		
7	<p>7. Getting external data in the Excel environment</p> <p><i>The purpose of self work - to establish the following skills of importing and exporting data using the subsystem MS-Query:</i></p> <ul style="list-style-type: none"> • to import data to Access database; • to export table data or Access database request to Excel workbook; • to create external requests in Excel; • to select data from multiple related database tables; • to sort the selected data; • to get selected data as a list of Excel working page; • to explore other opportunities for data exchanging between systems Access and Excel. <p><i>References:</i></p> <ul style="list-style-type: none"> • Theme 16. Data exchange between database management systems and table processors. <p><i>Task:</i></p> <ul style="list-style-type: none"> • By importing the list of data from some Excel workbook to include a new table in the previously created Access database. • In database, created in earlier work by means of Access, create external request with using MS-Query. Provide the selection of relevant information from multiple related tables. • Design the filter. Make the appropriate sort. Get selected data on the Excel working page. Save data in the format of Excel workbook. • Use the export data from Access system into Excel format. • Use Clipboard to transfer data from an Access system in Excel 	12 (16)	Л.1-Л4, Л7, Л8
	Totally	96 (124)	

2.6. Means of the control and structure of test credit

Item num.	Types and means of control and their synopsis	Amount of time in hours	Points
	Module 1		30
1	Test 1	1	5
2	Control work 1. Configuration. Documents, entries, transactions	2	10
3	Test 2	1	5
4	Control work 2. Reports of the system "1C: Accounting "	2	10
	Module 2		30
5	Test 3		5
6	Control work 3. Individual work		10
7	Test 4		5
8	Control work 4. Individual work		10
9	Summary examination work	2	40
	Totally	8	100

Criteria of summary estimation on the the basis of current control

Number of points	National scale rating	ECTS scale rating
more than 90- including 100	Perfectly	A
more than 80- including 90	Well	B
more than 70- including 80		C
more than 60- including 70	Satisfactorily	D
more than 50- including 60		E
more than 25- including 50	Unsatisfactorily with the possibility of re-drafting	FX
from 0 to 25 including	Unsatisfactorily with the obligatory re-learning of discipline	F

Form of final control: **credit**.

The list of questions to make an assessment.

1. The term "information system, information technology. "
2. The main requirements of modern automation systems.
3. The main approaches to the classification of accounting software.
4. Modern programs of accounting.
5. Possibilities and major components of the software system "1C: Enterprise 7.7".
6. Description of existing versions of system "1C: Enterprise 7.7".
7. Basic principles of system "1C: Enterprise"
8. Configurations: standard and complex. .
9. Install and run the program. The main modes of the system.
10. Installation of configuration.

11. Help possibilities.
12. Constants: definition and use. Periodic constant.
13. Reference book: input, edit, delete and search data.
14. Use and reorganization of reference books.
15. Details and periodic information of reference books.
16. Multi-level and subordinate reference books.
17. Management capabilities of reference books.
18. Enumeration: creation and use.
19. Subkonto and its types.
20. Chart of accounts: main features of configure.
21. Types of accounts of the balance.
22. Organization of synthetic and analytical accounting in the system "1C: Enterprise".
23. Organization of multicurrency and quantitative accounting in the system "1C: Enterprise".
24. Multilevel and multidimensional analytical accounting.
25. Installation of working date.
26. Basic principles of accounting of economic transactions.
27. Modes of registration of economic transactions.
28. Journals of transactions, documents and entries.
29. Structure of entry. Complex entries.
30. Manual entering of transactions. The sum of the transaction.
31. Documents: entering and flexibility.
32. Types of journals of documents and work with them.
33. Copying, selection and deleting of documents.
34. Typical transactions: basic features. Entering of the typical transaction.
35. Creating and editing of the template of typical transaction.
36. Formula of typical transactions. Syntax-assistant.
37. Accuracy control of entries.
38. Principles of analysis of economic operations.
39. Management accounting results.
40. Reports and processing: types, period of construction.
41. Characteristics of standard reports.
42. Setting, providing, detailing and printing of reports.
43. Regulated reports. Adding of new forms of regulated reports.
44. Board of accounts, calculators, boards: flexibility.
45. Processing: characterization, possible use.
46. Manipulating the Toolbars.
47. Saving and restoring data.
48. Creating of new database.
49. Preparing the system to work.
50. Entering of the entrance remains and validation of their entering.
51. Program and configuration update.
52. Users display.
53. List of active users. Record log.

54. Text editor. Possibilities of working with text.
55. Table editor. Purpose and main features.
56. Using of Excel table processor for data analysis of the system "1C: Enterprise".
57. Metadata. Types of objects and objects of metadata.
58. Creating and editing of metadata object. Description, form and module of metadata object.
59. Determination of rights and the user interface.
60. Purpose and features of the system "1C: Trade and warehouse".
61. Purpose and features of the system "1C: Salary and staff".
62. Purpose and features of the complex configuration of the system "1C: Enterprise 7.7".
63. Other accounting, administrative and financial programs of the family "1C".
64. Features that allow for user systems like "Client - Bank".
65. Preparation of payment documents into the systems "Client - Bank".
66. The role of electronic signature into payment document.
67. Getting information on the status of their accounts through the system "Client - Bank".
68. Getting information on exchange rates through the system "Client-Bank".
69. The role of archives of documents in the system "Client - Bank".
70. How is setting the communication with the operator of information bank service in systems "Client - Bank"?

2.7. Methods and criteria of testing

Evaluation of student engaged in accordance with the requirements of credit-modular system of educational process (KMSONP), a Ukrainian version of ECTS. This system is based on the the implementation of a through current control in class according to its forms. Final evaluation current control is the evaluation for module, that is realized the principle of modular keeping student's knowledge.

To determine the student's level of mastering the learning material with following testing methods:

- current testing;
- evaluation of individual tasks (registration, protection).

Current testing is realized by means of e-learning system Moodle (<http://www.ksame.kharkov.ua/moodle/>), distance learning course <http://www.ksame.kharkov.ua/moodle/mod/quiz/view.php?id=9689>.

For knowledge diagnostics is used module-rating system for a 100-point scale evaluation of ECTS and national 4-point system of evaluation. Re-evaluation is carried out *тільки* the scale of ratings conversion of learning outcomes in different the systems of evaluation. Scale of ratings conversion of learning outcomes in different the systems evaluation is shown into the table.

System of evaluation	Scale of ratings						
Internal university rating, %	100-91	90-71		70-51		50-0	
National 4-point and ECTS system	5 <i>perfectly</i> <i>A</i>	4 <i>well</i> <i>B, C</i>		3 <i>satisfactorily</i> <i>D, E</i>		2 <i>unsatisfactorily</i> <i>EX, E</i>	
Internal university rating into ECTS system, %	100-91 <i>perfectly</i> <i>A</i>	90-81 <i>very well</i> <i>B</i>	80-71 <i>well</i> <i>C</i>	70-61 <i>satisfactorily</i> <i>D</i>	60-51 <i>enough</i> <i>E</i>	50-26 <i>unsatisfactorily</i> <i>* EX*</i>	25-0 <i>unsatisfactorily</i> <i>E**</i>
National 7-point and ECTS system	<i>perfectly</i> <i>A</i>	<i>very well</i> <i>B</i>	<i>well</i> <i>C</i>	<i>satisfactorily</i> <i>D</i>	<i>enough</i> <i>E</i>	<i>unsatisfactorily</i> <i>* EX*</i>	<i>unsatisfactorily</i> <i>E**</i>
ECTS, % of students	<i>A</i> <i>10</i>	<i>B</i> <i>25</i>	<i>C</i> <i>30</i>	<i>B</i> <i>25</i>	<i>E</i> <i>10</i>	<i>EX*</i>	<i>E**</i>
						<i>not considered</i>	

* with the possibility of re-drafting

** with the obligatory re-learning of discipline

Current control (testing) are carried out and evaluated by questions that included into their lectures and individual work. Current control hold in the form of computer testing.

Form of self-control is working out on questions of self-control. The list of questions is on the resource Moodle (<http://www.ksame.kharkov.ua/moodle/>), distance learning course <http://www.ksame.kharkov.ua/moodle/mod/quiz/view.php?id=9689> .

2.8. Information and methodological support

1. Семенова В. Ю. 1С: Бухгалтерия 7.7 для Украины: Учеб. пособие. — К.: София, 2002.
2. Харитонов С. А. Компьютерная бухгалтерия 7.7 в системе гибкой автоматизации бухгалтерского учета. Азбука бухгалтера: Науч. -метод. изд. — М.: ЗАО "Элби", 2000.
3. 1С: Предприятие. Версия 7.7: Руководство пользователя. — М.:Фирма "1С".— М.: Фирма "1С", 2002.
4. 1С: Предприятие. Версия 7.7. Бухгалтерский учет: Руководство пользователя. — М.: Фирма "1С".
5. 1С: Предприятие. Версия 7.7. Конфигурирование и администрирование: В 2 ч. — М.: Фирма "1С".
6. 1С: Предприятие. Версия 7.7. Руководство по установке и запуску. — М.: Фирма "1С".
7. Конспект лекцій.
8. Методические указания к выполнению лабораторной работы «Формирование отчета о структуре продаж по данным программы «1С-Бухгалтерия» для дисциплин «Организация и методика аудита», «1С-Бухгалтерия» для студентов специальности 7.050.106 «Учет и аудит», иностранных студентов и системы дистанционного образования, Карпенко Н.Ю., Гордиенко Н.И., ХДАМГ, 2005, 32 с.

НАВЧАЛЬНЕ ВИДАННЯ

Програма навчальної дисципліни
та робоча програма навчальної дисципліни
«Бухгалтерія 1С» («Бухгалтерія 1С» англійською мовою)
(для студентів 4 курсу денної та 5-6 заочної форм навчання напряму
підготовки 0501 «Економіка і підприємництво» (6.030509 - «Облік і
аудит»))

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В авторській редакції

Комп'ютерне верстання: *Ю. Ю. Конюшенко*

План 2011, поз. 604 Р

Підп. до друку 07.06.2011 р.

Друк на ризографі

Тираж 11 пр.

Формат 60x84/16

Ум. друк. арк. 1,2

Зам. № 7292

Видавець і виготовлювач:
Харківська національна академія міського господарства,
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Свідоцтво суб'єкта видавничої справи:
ДК №4064 від 12.05.2011 р.